



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 17 JUNE 2024

Attendees: Sharlene Atkinson, Anmarie Forrester, Felicity Bewley, Amy Wild, Alicia Potts, Holly McDonald, Chih-Lun Yeh (Allan), Emily Carter, Melissa Vince, Paul Zamuner, Tamara Leo, David Hughes, Jen Stokes, David Malorey, Jacqui Clark

Apologies: Bronwyn Wilson, Naomi Lam, Peta Harper

NEXT GENERAL MEETING DATE: 5th August 2024, 7:30pm

Open – President, Sharlene Atkinson

Meeting commenced at 7:30pm

Minutes of previous meeting

Minutes from 13th May 2024 were approved.

Business arising from previous meeting/s

Please refer to the '*P&C General Meeting – Action Items*' appended for a complete list

- Technology Strategy – to be held over to next meeting as those involved were not able to attend this meeting
- Uniform Review – to be held over to next meeting as Bronwyn was not able to attend this meeting

Action Items	Responsible Person	Date

Principal's report – Emily Carter for Bronwyn Wilson

- Thank you for the organisation of the Grandfriend's Wishing Tree, and for the successful grant application for the vegie garden. Thank you to Paul Zamuner for his work on the vegie garden. Worm farm and compost bins will soon be in use.
- Changes to Photograph Permissions – children who do not have permission to publish will no longer be included in class/group photographs on photo day. Please contact the office if you would like to change your permissions.
- Tell Them From Me survey data – student surveys will be conducted before the end of Term 2, parents and teachers survey will be conducted in Semester 2.
- Tiny Forest planting day at the West Pymble Village Green will be attended by Year 3 students, as part of a unit of work on sustainability.
- Nationally Consistent Collection of data on students who require learning adjustments is upcoming.
- Please ensure your child is well before sending them to school.
- 'Time to Teach' is starting next term. Parents and carers are asked not to contact the school for the first hour of the morning. This is to allow everyone to do their work uninterrupted. This will extend to the first two hours daily after the initial implementation period. It includes phone calls, emails, and messages, to teaching and non-teaching staff. Unless it is a crisis or emergency we ask you to support us in this.

Discussion:

Should parents no longer notify of absences in the morning? Response: Please continue to notify the school if your child will be absent.

Clear communication about what the school would like parents to do/not is required. While classroom interruptions should be avoided, is the office not an appropriate channel for communication? Concern that important information will not be communicated in a timely fashion, forgotten lunches may not be dropped off etc. Response: We don't want to stop important information being shared, more communication to follow.

How do canteen volunteers and literacy group volunteers sign in, if office staff are not to be interrupted?

How do we sign children in if they are late to school?

Mornings are also the time for parents to get things done (e.g., drop off medication, the forgotten instrument etc), then they also have commitments such as work to attend to. Response: Yes, there needs to be a way for this to happen, will take comments back to staff to work on making it more streamlined.

Appears to be in conflict with messaging around "let us know early if there is a problem" Response: Yes, need to communicate as early as possible.

Even if parents could email, rather than making a phone call, that could reduce interruptions. However, parents are asked not to email, and it feels like we are being shut out. Response: Will clarify the inclusion of emails on the list of communications that are to be refrained from during 'Time to Teach'.

Action Items	Responsible Person	Date

Treasurer's report – Chih-Lun Yeh (Allan)

West Pymble P&C Association Inc

Treasurers' Report

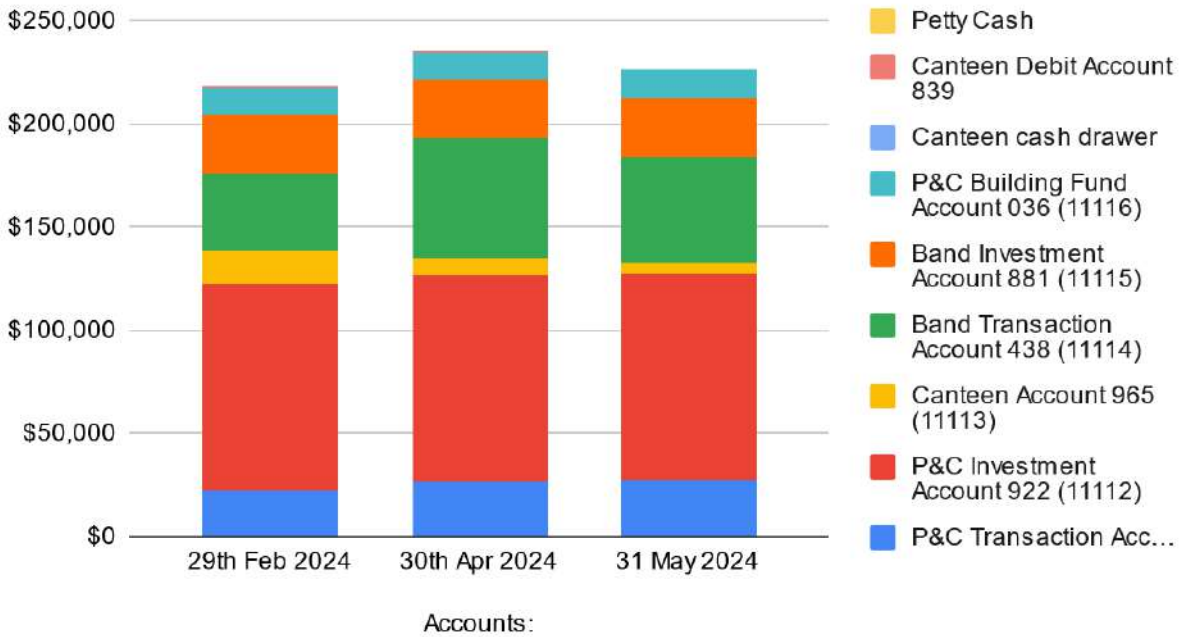
as of 31th May, 2024

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$226,808**, with balances made up of the following accounts:

Accounts:	29th Feb 2024	30th Apr 2024	31st May 2024
P&C Transaction Account 695 (11110)	\$22,985	\$26,582	\$27,475
P&C Investment Account 922 (11112)	\$99,777	\$100,003	\$100,118
Canteen Account 965 (11113)	\$16,465	\$8,670	\$5,560
Band Transaction Account 438 (11114)	\$36,832	\$58,048	\$51,323
Band Investment Account 881 (11115)	\$28,171	\$28,235	\$28,268
P&C Building Fund Account 036 (11116)	\$13,492	\$13,523	\$13,539
Canteen cash drawer	\$50	\$50	\$50
Canteen Debit Account 839	\$869	\$478	\$400
Petty Cash	\$75	\$75	\$75
Total	\$218,716	\$235,665	\$226,808

29th Feb 2024, 30th Apr 2024, 31 May 2024



Summary

Points of note for current cycle:

- Mother's Day activities were the main ones during the April-May. We saw donations of \$4,016 and costs of \$3,390, providing us with a small surplus of \$625. Big thanks to committee and volunteer members for making it all happen smoothly.
- Since the canteen account adjustments (price as well as labour hours adjustments) were made in August 2023, we have been keeping an eye on the balances.
 - Inflation continues to bite.
 - With 2023 Q4 and 2024 Q1, which gives us 2 completed quarters – what we can see is that canteen outgoings are still above incomings.
 - The financial records have been reviewed with the Ops Manager in mid May.
 - Tentative conclusions thus far are that there is not much scope to adjust labour cost.
 - Currently the Ops Manager is actively reviewing suppliers and purchase alternative to see what can be done to control costs while still keeping our kids fed and happy.
 - As much as possible we want to avoid announcing another price increase so close to the previous adjustment, which was less than one year ago.

Action Items	Responsible Person	Date

Band report – No report available

Action Items	Responsible Person	Date

Canteen report – Jen Stokes

- Nada has returned to her usual shifts.
- Council Health Inspector attended, no concerns raised. Suggestions regarding placement of recycling bin to ensure sink is completely accessible, and racks needing to be lifted up have been followed.
- Reusables are all in action, return rate of forks is starting to improve.
- If your child has a lunch order but is then away, please contact the canteen (via phoning the office) by 8:30am at the latest.
- School24 now holds the top up fees – around \$2000 needs to be returned to School24 as a result.
- OOSH and the canteen will order milk separately which reduces costs. Bega has introduced a minimum order amount and we didn't meet that anyway. Canteen will stay with Tip Top for bread but opt for cheaper Sunblest brand.
- Chicken Fingers – feedback from students regarding the different brand was very negative and sales dropped, and so we will return to Steggles. Steggles is slightly cheaper at Coles.
- Thanks to everyone who helped with the canteen at the Athletics Carnival.

Action Items	Responsible Person	Date

OOSH report – David Malorey

- AGM a couple of weeks ago, audit signed off. Election of office bearers – secretary role is still vacant, commitment is a few hours per term.
- Casual spaces are available, as well as ongoing bookings.
- Transition to P&C led update – the P&C has submitted our licence application. The process for P&Cs becoming childcare service providers is relatively new, and we are seeking further information about how onerous requirements apply to P&C Executive Committees that frequently change.

Action Items	Responsible Person	Date

Fundraising report – Melissa Vince

- Comedy Night this week – about half as many ticket sales for the same point as other years, so another message has been sent out.

Upcoming Events:

- Bunnings BBQ and Cake Stall - Saturday 3rd August
- Movie Night - Friday 23rd August
- Father's Day Stall - Wednesday 28th August
- Wishing Tree (Spring Showcase) - Thursday 19th September
- Trivia Night - Friday 25th October
- Disco - Thursday 14th November
- Spell-a-thon - Tuesday 19th November

Action Items	Responsible Person	Date

Grant committee report – Amy Wild

Grant	Status	Area	Project	Amount	Notes
KMC Net Zero Communities Grant	Complete	Sustainability	Green canteen	\$3,186	Changes now implemented in canteen
Sydney Edible Garden Trail	Complete	Sustainability	Vegetable garden upgrades	\$520	Vegetable patch upgrades largely completed
Volunteer Grants (Federal Government)	In progress	Small equipment	Items to support P&C volunteer work (e.g. first aid kit)	\$1,150	Outcome notified, awaiting funds.

Grant	Outcome	Area	Project	Amount	Notes
Community Building Partnership 2023 (Federal Government)	Successful	Playground upgrades	Anzac Terrace - final stage of playground upgrade	\$39,660	Application submitted 27 October 2023 for \$50,000
Real Schools Grants Program	Unsuccessful	Sporting equipment	Convertible netball/basketball goals	\$5,000	Submitted 30 October 2023
National Pies Local Heroes Grant	Pending	Sport	PSSA Uniforms	\$1,000	Submitted 10 April 2024

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Discussion:

Community Building Partnership Grant only covers a portion of the funds required to complete the Anzac Terrace, and would require additional contributions. Feedback included considering priorities for how contributions are directed, in the context of several playground upgrades having been completed over the past few years. Other options are available that would directly improve the educational outcomes of our children. Disappointment expressed regarding the school's approach to the mural on the kindergarten wall in 2023, and a more transparent process would have been appreciated. It is felt that there is a lack of adequate consultation between the P&C and the school regarding large sums of money, and the P&C should not be taken for granted.

Action Items	Responsible Person	Date

General Business

- Positions vacant: Vice President, Teas/Refreshments Coordinator, Working Bee Coordinator

Close & next meeting

Meeting closed at 8:32pm.

Next General Meeting – 5th August 2024, 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 17-06-2024)

Action Item	Responsible Person	Status
16 October 2023		
OOSH Working Group	Sharlene Atkinson, David Malorey, Mel Vince	04/12/2023 Nothing reported. 19/02/2024 Process is ongoing 18/03/2024 Process is ongoing. Approval of up to \$10,000 to be allocated towards legal and accounting advice and costs associated with provider and service approvals for the transition of OOSH to the P&C. 13/05/2024 Process is ongoing. 17/06/2024 Process is ongoing.
Technology Strategy	Tim Simpson	04/12/2023 Plans for a STEM Room in 2024, Tara Cooling presented plans for how to develop that in Terms 1&2, and will report back with learnings and directions for further development. A practice kit for First Lego League will be purchased. 19/02/2024 Locksmith secured the entrance/bag room so the whole area can be locked off. Lockable cabinets still required, and up to \$1000 spend has been approved at this meeting. STEM kits on loan from the Department have arrived. 18/03/2024 Nothing reported 13/05/2024 Presentation from staff regarding directions for technology and equipment needs. Costings for items in order of priority to be provided to the P&C. 17/06/2024 Nothing reported.
19 February 2024		
Statement of Commitment to Child Safety	Melissa Vince, Sharlene Atkinson, Felicity Bewley, Lisa Vorster	18/03/2024 In progress. 13/05/2024 Nothing reported. 17/06/2024 ON HOLD The P&C currently has a number of positions vacant, and so this needs to put this on hold at the current time.
18 March 2024		
Uniform Review	Bronwyn Wilson, P&C	13/05/2024 Teacher consultation revealed no clear consensus, student opinion to be sought. 17/06/2024 Nothing reported.